

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Junior Property Appraiser		WORKING TITLE Field Appraiser	
UNIT/DISTRICT/LOCATION Valuation Division/Sacramnto		POSITION NUMBER 290-312-5014-xxx	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 02	CERTIFICATES REQUIRED College Degree/Prop Appr Cert
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED None	

Job Requirements

Knowledge of:

- Basic organization of the State Board of Equalization and the Property Taxes Department.
- California property tax laws and rules administered by the Board of Equalization
- Basic appraisal principles and standards.
- Familiar with assessment procedures utilized in county assessors' offices

Ability to:

- Apply the above listed knowledge effectively.
- Evaluate data and draw sound conclusions.
- Evaluate situations accurately and take effective actions.
- Prepare clear, complete, and concise reports.
- Communicate effectively.
- Create and maintain cooperative working relationships.
- Work under pressure and meet deadlines.
- Operate personal computers, calculators, copiers, and other typical office equipment.
- Sit for extended periods of time before a personal computer or in a car.
- Travel throughout the state, by air or car, up to 75 percent of the time.
- Work in a high-rise building.

Desirable Qualifications

- Flexibility and willingness to adjust to changing assignments and priorities.
- Basic proficiency in using a personal computer for word processing and spreadsheet analysis.
- Interest in and aptitude for appraisal work; willingness to do routine work in order to learn the principles of property appraisal and assessment.

Statement of Position

Under the Supervision of a Business Tax Administrator II, and with the guidance from senior and associate-level appraisers, the Junior Property Appraiser learns and performs beginning level field and office appraisal duties. Incumbent may be required to travel throughout the state up to 75% of the time.

PERCENTAGE OF TIME SPENT	DUTIES
*65%	Under the guidance of Senior and associate-level appraisers appraises for property tax purposes railroad and utility land parcels and nonunitary improvements and personal property, including warehouses and office buildings, possessory interests, railroad right-of-way and wireless sites. Classifies property based on State-Assessed Properties Division classification policy; prepares index and field maps and consolidates railroad parcel maps; appraises for which Statements of Land Changes have been filed by state assessees.
*10%	Performs the annual editing of Tangible Property Lists submitted by state assessees as part of the annual Property Statement: reconciles reported costs for all tangible property items owned or used by state assessees (except land) with the prior years' records; analyzes and researches discrepancies, contacts assessees, as needed, and corrects erroneous or incomplete reported information.
*20%	Consults with state assessees or their representatives, county assessor personnel, and others to respond to technical inquiries dealing with the valuation and assessment of state-assessed property.
5%	<i>Other Related Duties as Required</i>

I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE

DATE

I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE

DATE
